

Guidelines for Volunteer Position Descriptions

Position descriptions are the foundation of a volunteer management program. A position description should not only detail the functions of the volunteer, but it should also outline the responsibilities of the agency. The position title should define and identify the role of the volunteers. Duties and functions must be clear and concise, and easily understood. The position description should honestly state the actual time commitment required. It should also detail the kind of training required for each position and detail who will supervise the volunteer while on duty. These position descriptions should also state exactly what qualifications are needed. The volunteer position description should be used in the same manner as a position description for a paid employee.

The volunteer position description should be used as one of the very first training devices in the agency's volunteer training program. It also serves as a clear statement of the volunteer's duties and this statement could and should be used in volunteer evaluation sessions.

Here is a sample list of items for a position description:

- **Title of the position**
- **Goal**
- **Duties**
- **Qualifications**
- **Time Commitment**
- **Training/Benefits**
- **Specific training required**
- **Supervisor**
- **Other program specific duties**

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